

<b>Term</b>	<b>Acronym</b>	<b>Definition</b>
<a href="#"><u>21<sup>st</sup> Century Community Learning Center</u></a>	<b>21<sup>st</sup> CCLC</b>	Special federally funded program to provide dollars to schools to partner with communities to create after-school programs.
<b>ABC's Career Awareness and Career Exploration</b>		This program is designed to recognize exemplary career awareness and career exploration programs at the elementary level and to underscore the importance of these programs as the foundation of comprehensive career planning for all students. The ABC's will help identify, promote, and share the content and concepts of successful career awareness and career exploration programs which operate across the nation. The major goals of this program are to generate interest, gain support, develop understanding and gain commitment from all concerned that career awareness and career exploration is critical to students as they plan for their future.
<a href="#"><u>Adult Education and Literacy</u></a>	<b>AEL</b>	Services or education below the postsecondary level for persons who have attained 16 years of age; are not enrolled or required to be enrolled in secondary school under state law; lack sufficient mastery of basic education skills to enable them to function in society, allowing them to secure training to become more employable, productive and responsible citizens. This type of instruction will allow adults to continue their education through completion of secondary school.
<a href="#"><u>Adult Mentoring</u></a>		The teaming of youth with responsible adults that will serve as role models and teach the youth skills, work habits and/or responsible behavior.
<b>Advanced Training</b>		An occupational skills Employment/Training Program, not funded under Title 1 of WIA, that does not duplicate training received under Title 1. Includes only training outside the One-Stop; WIA and Partner system, i.e., training following exit.

<a href="#"><u>American Association of Family and Consumer Sciences</u></a>	<b>AAFCS</b>	An association that works to improve the quality and standards of individual and family life through programs that educate, influence public policy, disseminate information and publish research findings. The association's members work to empower individuals, strengthen families and enable communities and include elementary, secondary, postsecondary and extension educators and administrators; other professionals in government, business and nonprofit sectors; and students preparing for the field.
<a href="#"><u>American Career and Technical Education Family and Consumer Sciences Division</u></a>	<b>ACTE FACS</b>	An organization that works to promote and enhance family and consumer sciences (FACS) education throughout the United States and cooperates with other divisions to advance the purposes of the American Career and Technical Education (ACTE) organization.
<b>Americans with Disabilities Act of 1990</b>	<b>ADA</b>	Prohibits discrimination in employment and other situations against persons with disabilities.
<b>Area Vocational Technical School</b>	<b>AVTS</b>	A public educational institution that has been designated by the State Board of Education. An area vocational technical school may be: 1) a specialized high school; 2) a department of a high school; 3) a department or division of a junior/community college, used exclusively for vocational education. Area schools provide career and technical education on a regional basis for high school students and adults.

<a href="#"><u>Association for Career and Technical Education</u></a>	<b>ACTE</b>	The largest national education associated dedicated to the advancement of education that prepares youth and adults for careers (formerly the American Vocational Association (AVA)).
<b>Basic Skills</b>		A teaching position that provides individual or small group instruction in mathematics, reading and writing skills essential for successful completion of a vocational training program. The instruction is provided in cooperation with the vocational teacher and concurrently with enrollment in a vocational program.
<b>Business Professionals of America</b>	<b>BPA</b>	A national student organization for students enrolled in business, office and technology education programs at the middle school, secondary school and postsecondary school levels (not currently in Missouri).
<a href="#"><u>Career and Technical Education Resources</u></a>	<b>CATER</b>	This is a library exclusively for Missouri educators designed to supplement and enhance career and technical education curriculum (formerly MRCCTE). Books, guides, games, directories, games, kits and videos related to health, business, agriculture, technology, family and consumer sciences and marketing education are available free-for-loan.
<a href="#"><u>Career and Technical Student Organization</u></a>	<b>CTSO</b>	Organizations (such as FFA, FBLA, FCCLA, TSA, DECA, SkillsUSA-VICA, PBL and Delta Epsilon Chi) for students and educators involved in specific areas of career and technical education (formerly known as vocational student organizations [VSO]).
<b>Career Occupational Placement Survey</b>	<b>COPS</b>	An interest survey that provides job activity interest scores related to occupational clusters.
<b>Career Orientation and Planning Profile</b>	<b>COPP</b>	This is designed to help students and adults to appraise three factors that determine the ability to select a career/occupational choice in a methodical manner. The process of making a sound career decision consists of: 1) an analysis of one's own personal attributes that relate to an occupation, 2) an analysis of the occupational requirements and occupational opportunities, and 3) the ability to obtain suitable exploratory experiences through occupational tryouts.

<b>Career Orientation Placement and Evaluation Survey</b>	<b>COPES</b>	A measure of work values providing comprehensive measurement of those personal values that have demonstrated an effect on vocational motivation.
<a href="#"><u>Carl D. Perkins Vocational and Technical Education Act of 1998</u></a>		The primary federal legislation that supports career and technical education programs – named for former U. S. Senator Carl Perkins.
<a href="#"><u>Case Management Under the Workforce Investment Act</u></a>		A customer centered approach to the delivery of services designed to prepare and coordinate comprehensive employment plans, such as service strategies, for participants to ensure access to necessary workforce investment activities and supportive services, using, where feasible, computer based technologies; and to provide job and career counseling during program participation and after job placement.
<b>Child Care Development Fund</b>	<b>CCDF</b>	These federal dollars are a result of the Child Care Development Block Grant enacted under the Omnibus Budget Reconciliation Act (OBRA) of 1990. They provide a source of funds for states to improve the availability and quality of childcare services for children ages 6 to 12.
<b>Cisco Certified Network Associate</b>	<b>CCNA</b>	An industry standard certification that recognizes skills in designing, installing, operating and maintaining state-of-the-art computer networks.
<b>Classification of Instructional Programs Code</b>	<b>CIP</b>	A code number issued by the U. S. Department of Education to identify vocational (occupational) program titles.
<b>Community-Based Organization</b>	<b>CBO</b>	A private non-profit organization that is representative of a community or a significant segment of a community and that has demonstrated expertise and effectiveness in the field of workforce investment.
<b>Comprehensive Adult Student Assessment System</b>	<b>CASAS</b>	Comprehensive test assessing life skills, work place skills, academic achievement and English as a second language skill levels.
<a href="#"><u>Comprehensive Assessment Under the Workforce Investment Act</u></a>		Specialized evaluation of the skill levels and service needs of customers, which may include diagnostic testing and use of other assessment tools, an in depth interviewing and evaluation to identify employment barriers and appropriate employment goals.

<a href="#"><u>Comprehensive School Improvement Plan</u></a>	<b>CSIP</b>	A plan developed by local schools to incorporate all major concerns identified by their MSIP review and confirmed by the Department's School Improvement Committee.
<b>Computer-Assisted Drafting</b>	<b>CAD</b>	The use of a computer as a drafting aid in the field of drafting and design. Also referred to as <i>computer-aided drafting</i> .
<b>Continuing Resolution</b>		Funding packages that typically continue funding in a fashion similar to the preceding federal fiscal year.
<a href="#"><u>Cooperative Industrial Education</u></a>	<b>CIE</b>	An organized method of instruction that prepares individuals for industrial occupations by using supervised on-the job training and related classroom instruction.
<a href="#"><u>Cooperative Occupational Education</u></a>	<b>COE</b>	An organized method of instruction designed to provide supervised on-the-job training, related vocational instruction and required academic courses through a written agreement between the student, school and employer.
<a href="#"><u>Core Services for the Workforce Investment Act</u></a>		Basic/initial services that are available at any One-Stop Career Center. These services are available to anyone. These services include: 1) determination of whether the individual is eligible to receive additional assistance under the Workforce Investment Act; 2) outreach, intake and orientation to the information and other services available through the one-stop delivery system; 3) initial assessment of skills, aptitudes, abilities, and supportive service needs; 4) job search and placement assistance and where appropriate, career counseling; 5) provision of local employment information; 6) performance information and programs cost on eligible providers of training services; 7) information regarding how the local area is performing in the local performance measures; 8) information regarding the availability of supportive services; 9) information regarding filing claims for unemployment compensation; 10) eligibility for welfare programs and financial aid assistance; and 11) follow-up services.

<b>Corporation for National and Community Service</b>	<b>CNCS</b>	Federal agency established to administer national service programs including Learn and Serve, AmeriCorps and Senior Corps.
<a href="#"><u>Course Code</u></a>		A code number issued by the Missouri Department of Elementary and Secondary Education to identify courses through the core data system.
<b>Credential</b>		Nationally recognized degree or certificate, or state/locally recognized credentials include, but are not limited to a high school diploma, GED or other recognized equivalents; postsecondary degrees/certificates; and recognized skill standards.
<a href="#"><u>Customized Training</u></a>	<b>CT</b>	Training that is designed to meet the special requirements of an employer who is committed to employ an individual upon successful completion of training, for which the employer will receive not less than 50 percent of the cost of the training.
<a href="#"><u>DECA</u></a>	<b>DECA</b>	The vocational student organization associated with marketing and cooperative education programs.
<a href="#"><u>Delta Pi Epsilon</u></a>	<b>DPE</b>	A national graduate honorary society for professionals who support and promote scholarship, leadership and cooperation towards the advancement of education for and about business.
<a href="#"><u>Department of Elementary and Secondary Education</u></a>	<b>DESE</b>	The state agency for elementary and secondary education comprised of a team of dedicated individuals working for the continuous improvement of education and services for all citizens.
<a href="#"><u>Department of Labor</u></a>	<b>DOL</b>	This federal agency fosters and promotes the welfare of the job seekers, wage earners and retirees of the United States by improving their working conditions, advancing their opportunities for profitable employment, protecting their retirement and health care benefits, helping employers find workers, strengthening free collective bargaining, and tracking changes in employment, prices and other national economic measurements.
<b>Dictionary of Occupational Titles</b>	<b>DOT</b>	The Department of Labor publication that contains a large number of very specific detailed and precise descriptions of jobs in the United States.

<b>Dislocated Worker</b>	<b>DW</b>	An individual who received an individual notice of pending or actual layoff from a job or an individual who received a publicly announced notice of pending or actual layoff.
<b>Displaced Homemaker</b>	<b>DH</b>	Displaced homemakers are divorced, widowed, separated, or have disabled spouses and must prepare for paid employment. They have worked primarily without pay to care for the home and family.
<u><b>Division of Workforce Development</b></u>	<b>DWD</b>	A state government office that supports a system that will provide employers with a skilled workforce and provides job seekers with access to jobs with increased earning potential.
<u><b>Division of Youth Services</b></u>	<b>DYS</b>	Youth judged to be delinquent and in need of rehabilitation and education are committed to the Division of Youth Services by the state's juvenile circuit courts until approved for return to the community under supervision or are discharged. The Division provides an array of services including institutional care, community-based services, non-residential services and after-care supervision. The Division of Youth Services is part of the Department of Social Services.
<u><b>Economic Development Agencies</b></u>		Local planning and zoning commission or boards, community development agencies, and other local agencies and institutions responsible for regulating, promoting or assisting in local economic development.

<b>Education Department General Administrative Regulations</b>	<b>EDGAR</b>	Regulations that implement the General Education Provisions Act (GEPA) and set forth administrative regulations governing all programs administered by the U. S. Department of Education.
<a href="#"><u>Eligible Training Providers for the Workforce Investment Act</u></a>		Providers of training services that have been approved to receive Individual Training Account funds under the Workforce Investment Act.
<a href="#"><u>Eligible Youth for the Workforce Investment Act</u></a>		A youth who is not less than age 14 and not more than 21; meets income eligibility criteria; and is deficient in one or more of the following 1) basic literacy skills; 2) a school dropout; 3) homeless, a runaway, or foster child; 4) pregnant or a parent; 5) an offender; 6) or an individual who requires additional assistance to complete an educational program, or to secure and hold employment.
<b>Employment and Training Administration</b>	<b>ETA</b>	ETA is a division of the U. S. Department of Labor. ETA is responsible for the administration and oversight of the Workforce Investment Act.
<b>Extended Day Child Care Program Grant</b>	<b>EDCCP</b>	These state dollars are a result of the partially funded State Legislation Bill 740. They are for extended childcare programs for school age through the public schools. The funds have a particular focus on new SAC programs and do require a dollar-for-dollar match.
<a href="#"><u>Family and Consumer Sciences Education Association</u></a>	<b>FACSEA</b>	This is a voluntary organization of family and consumer sciences educators and others associated with or interested in family and consumer sciences instruction in schools and colleges. Family and consumer sciences educators are dedicated to helping each individual help him/herself through a better understanding and control of family and community life. They work to improve the quality of family and consumer sciences instruction and to broaden the scope of the curriculum. FCSEA promotes effective education programs, supplements existing services and resources available to family and consumer sciences educators and cooperates with other associations in related fields.
<b>Family Educational Rights and Privacy Act</b>	<b>FERPA</b>	Guarantees confidentiality of student records and access by parents to their child's records. It also grants certain due process rights with regard to the content of educational records.



<a href="#"><u>Family, Career and Community Leaders of America</u></a>	<b>FCCLA</b>	A non-profit national vocational student organization for young men and women enrolled in family and consumer sciences education in public and private schools through grade 12.
<b>Final Expenditure Report</b>	<b>FER</b>	Verifies yearly grant expenditures and generated match.
<a href="#"><u>FFA</u></a>	<b>FFA</b>	A federally chartered organization for students in grades 9-12 enrolled in agricultural education. Its mission is to make a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agricultural education.
<a href="#"><u>Future Business Leaders of America</u></a>	<b>FBLA</b>	A secondary student organization that brings business and education together in a positive working relationship through innovative leadership and career development programs.
<a href="#"><u>FV-1</u></a>		A form used to submit adult and postsecondary teacher courses for reimbursement.
<a href="#"><u>FV-2</u></a>		A form used to submit a reimbursement request for approved vocational education expenditures.
<a href="#"><u>FV-3</u></a>		A guide for submitting applications for expanding and new regular vocational education programs.
<a href="#"><u>FV-4</u></a>		An application for authorization of vocational education expenditures.
<b>General Aptitude Test Battery</b>	<b>GATB</b>	A series of tests developed primarily to be used for the evaluation of occupational potential.
<a href="#"><u>General Education Development Test</u></a> or <a href="http://www.acenet.edu/calec/ged/"><u>http://www.acenet.edu/calec/ged/</u></a>	<b>GED</b>	The GED Test is a battery of five multiple-choice tests that ask questions about subjects covered in high school. The tests cover reading, mathematics, social studies, science and writing skills.

<a href="#"><u>High Schools That Work</u></a>	<b>HSTW</b>	A model of high school reform developed by the Southern Regional Education Board (SREB) that integrates academic and vocational education, promotes staff development and raises expectations for and achievement of students.
<b>Individual Employment Plan for the Workforce Investment Act (adults/dislocated workers)</b>	<b>IEP</b>	A document which specifies strategies to achieve employment goals set by adults or dislocated workers. This document is created using information gathered through self-assessment, initial assessment and comprehensive assessment, to identify the employment goals, appropriate achievement objectives, and appropriate combination of services to achieve these goals.
<b>Individual Service Strategy for the Workforce Investment Act (youth)</b>	<b>ISS</b>	A plan that identifies actions and services needed to assist youth in their progress toward achieving their educational and employment goals.
<b>Individual Training Account</b>	<b>ITA</b>	An account established on behalf of WIA Title 1 adult and dislocated workers to purchase training services from eligible providers, selected by the customer in consultation with the case manager.
<b>Individualized Vocational Education Plan</b>	<b>IVEP</b>	A comprehensive written plan that reflects the student's unique vocational needs, preferences, abilities and aptitudes.
<b>Individuals with Disabilities Education Act</b>	<b>IDEA</b>	A statute providing funds to states and local school districts for the provision of special education and related services to children with disabilities.
<b>In-School Youth</b>	<b>ISY</b>	A youth, 14-21 years of age, who has not yet attained a high school diploma or General Education Diploma (GED), and is enrolled in and attending full-time, a secondary or postsecondary level vocational, technical or academic school or is between school terms.

<a href="#"><u>Instructional Materials Laboratory</u></a>	<b>IML</b>	The Instructional Materials Laboratory (IML), located within the College of Education at the University of Missouri-Columbia, is a national leader in curriculum development and publications specializing in career and technical education.
<b>Intensive Follow-Up Services</b>		Regularly scheduled informational and workplace counseling contact with customers and/or their employer who are placed in unsubsidized employment through intensive services.
<a href="#"><u>Intensive Services for the Workforce Investment Act</u></a>		The area of services offered for those customers requiring more intense assistance in acquiring employment than Core Services.
<b>Internships</b>		Work experience in the private sector. A short-term pre-vocational service designed to instill work habits and work ethics, or to allow the sampling of jobs to determine if an individual has the aptitude and interests necessary for training and/or placement.
<b>Job Readiness Training</b>		A formal classroom activity providing instruction in job-seeking and job-holding skills that can be augmented with such curriculum as business math and business communication. Local employers may also suggest additional curriculum based on identified shortages.
<b>Job Search Assistance</b>	<b>JSA</b>	Service offered through One-Stop system to provide customers with skills to find/obtain employment. Can be offered in a group setting or on an individual basis.
<b>Labor Market Area</b>	<b>LMA</b>	An economically integrated geographic area within which individuals can reside and find employment within a reasonable distance or can readily change employment without changing their place of residence. Such an area shall be identified in accordance with criteria used by the Bureau of Labor Statistics of the U.S. Department of Labor in defining such areas or similar criteria established by the Governor.

<b>Local Education Agency</b>	<b>LEA</b>	The term used for public elementary and secondary school districts and other public schools such as the state schools for the deaf and the blind.
<b>Limited English Proficiency</b>	<b>LEP</b>	Any person who has limited ability in speaking, reading, writing or understanding the English language; and whose native language is a language other than English; or who lives in a family or community environment where a language other than English is the primary language.
<b>Local Workforce Investment Board</b>	<b>LWIB</b>	A local partnership in each workforce investment area of the state that has responsibility to design and oversee the job training programs for adults, youth and dislocated workers funded under the Workforce Investment Act. The board membership must be comprised of representatives from business, education, labor organizations, community-based organizations, economic development agencies, each one-stop partner and others identified by the local chief elected official(s). The majority of the membership shall represent local businesses.
<b>Lower Living Standard Income Level</b>	<b>LLSIL</b>	The income level (adjusted for regional, metropolitan, urban and rural differences and family size) determined annually by the Secretary of Labor based on the most recent lower living family budget issued by the Secretary of Labor.
<b>Maintenance of Effort</b>		A requirement common in federal education programs and some state programs that a recipient continue to expend as much state and/or local money for a particular purpose as it expended in the prior year.
<b><u>Marketing and Cooperative Education Association</u></b>	<b>MCEA</b>	An association for individuals involved and interested in marketing and cooperative education at the secondary, postsecondary and adult levels of instruction.

<a href="#"><u>Marketing Management Association/Delta Epsilon Chi</u></a>	<b>MMA/DEX</b>	An international organization for college students preparing for careers in marketing, management, entrepreneurship and business.
<b>Microsoft Office Users Specialist</b>	<b>MOUS</b>	An industry standard certification program that recognizes levels of proficiency in Microsoft Office Applications – Word, Excel, PowerPoint and Access.
<b>Missouri Association for Adult Continuing and Community Education</b>	<b>MAACCE</b>	This organization furnishes you an important link with other disciplines concerned with community development and lifelong learning. From the annual meeting with opportunities for professional development and discussion of current topics in the field, to publications that keep you informed of adult and community education activities in Missouri, MAACCE is the link to professionals in practice.
<a href="#"><u>Missouri Association for Career and Technical Education</u></a>	<b>MoACTE</b>	An association promoting the development of vocational-technical education within the state of Missouri continually emphasizing continued support of vocational-technical education at the secondary, postsecondary and adult levels, while fostering partnerships with business and industry in the training and re-training of the Missouri workforce.
<b>Missouri Association for Workforce Development</b>	<b>MAWD</b>	The association that supports workforce development issues, affecting professionals in the fields of vocational and technical education, job training programs, welfare reform and labor exchange services. MAWD's focus is to strengthen the partnership between these professionals while enhancing the skills of the individual.
<a href="#"><u>Missouri Business Education Association</u></a>	<b>MBEA</b>	An organization of individuals and groups involved in improving business education in Missouri by providing professional development of its members, strengthening leadership qualities, supporting and reinforcing academic instruction, and preparing individuals for successful business careers and management of personal business affairs.
<a href="#"><u>Missouri Comprehensive Guidance Program</u></a>		The Missouri Comprehensive Guidance Program is designed to serve all students in grades K-12 and help insure equal opportunity for all students to participate fully in the educational process integrating academics, career and personal/social development.

<b>Missouri Council for Career and Technical Administrators</b>	<b>MCCTA</b>	A professional association of administrators, supervisors, state education staff members and department heads of vocational, technical practical arts education programs at the secondary, postsecondary, adult and collegiate levels that promotes career and technical education in the state.
<b><u>Missouri Customized Training Program</u></b>	<b>MCTP</b>	An Economic Development/Employment and Training that is designed to meet the special requirements of an employer who is committed to employ an individual upon successful completion of training, for which the employer will receive not less than 50 percent of the cost of the training.
<b><u>Missouri Educators for Family and Consumer Sciences</u></b>	<b>MoEFACS</b>	An organization for persons engaged in teaching, coordinating or supervising family and consumer sciences education (consumer and/or occupational). This includes instructional programs, services and activities at the secondary, postsecondary and adult levels of instruction.
<b>Missouri Job Development Funds</b>	<b>MJDF</b>	Funding used to support the Customized Training (CT) Program in Missouri.
<b><u>Missouri Occupational Information Coordinating Committee</u></b>	<b>MOICC</b>	A multi-agency entity that is responsible for Missouri's occupational and labor market information system. MOICC distributes information for career development and human resource planning and coordinates data produced by member agencies.

<a href="#"><u>Missouri Placement Association</u></a>	<b>MPA</b>	An organization that promotes the development of placement services to students enrolled in high schools, area vocational technical schools and colleges, maintains and improves professional standards in the field of placement, and unites professionals engaged in placement activities.
<a href="#"><u>Missouri School Counselor Association</u></a>	<b>MSCA</b>	Professional organization for school counselors at all levels, elementary through postsecondary, as well as those in private practice.
<b>Missouri School Counselor Transition Tuition Reimbursement Program</b>		This program is designed to help local school districts encourage individuals within their own systems to pursue school counselor training and certification. Under this program, tuition reimbursement is made available to a limited number of applicants in each of the 14 state-approved school counselor-training programs. Funds available through this program can be used for the initial 21 graduate hours required for provisional certification. Individuals interested in pursuing this program need to contact the university of their choice regarding the availability of slots, program admissions requirements, etc.
<a href="#"><u>Missouri School Improvement Program</u></a>	<b>MSIP</b>	The Missouri School Improvement Program reviews and accredits the school districts in the state within a five-year review cycle. School district reviews cover the areas of resource, process and performance. The process of accrediting school districts is mandated by state law.
<b>Missouri School-College Relations Commission</b>	<b>MSCRC</b>	Composed of representatives from a variety of associations, organizations and agencies concerned with career preparation and subsequent postsecondary education of Missouri citizens. This group is also responsible for the college day/night scheduling.

<a href="#"><u>Missouri State Association of Health Occupations Education</u></a>	<b>MoSAHOE</b>	An organization that provides a communication network for secondary and postsecondary health care educators across the state; keeps members informed of policies, plans and issues of the ACTE and legislation impacting vocational education; provides opportunities for updating professional skills through workshops, conferences and receiving <i>continuing education units (CEUs)</i> ; and encourages and support career and technical student organization (CTSO) activities.
<a href="#"><u>Missouri Trade &amp; Technical Association</u></a>	<b>MTTA</b>	An organization to support and assist trade and technical instructors in both secondary and postsecondary areas. This support consists of technical upgrades and workshops, as well as academic training.
<a href="#"><u>Missouri Training/Employment Council</u></a>	<b>MTEC</b>	The state governing body for the Missouri Workforce Development Act, similar to the local Workforce Investment Boards.



<a href="#"><u>Missouri Vocational Agriculture Teachers Association</u></a>	<b>MVATA</b>	An organization for individuals actively involved in agricultural education. Membership is open to all certified agricultural educators, grades K-12, postsecondary and associates in agricultural education.
<a href="#"><u>Missouri Vocational Special Needs Association</u></a>	<b>MVSNA</b>	An organization for persons interested in service to Missouri's special needs population that includes students in Missouri who are disadvantaged and students with disabilities. This group could consist of counselors, basic skills instructors, vocational resource educators, supplemental/vocational preparation instructors and evaluators.
<b>Missouri Young Farmers/Young Farm Wives Association</b>	<b>MOYF/YFW</b>	An association promoting personal and professional growth of adults involved with agriculture.
<b>National Association of Agricultural Educators</b>	<b>NAAE</b>	A national association for teachers of secondary, postsecondary and adult agricultural education educators.
<b>National Association of Partners in Education</b>	<b>NAPE</b>	An association that provides leadership in the formation and growth of effective partnerships that ensures success for all students. NAPE strives to increase the number, quality, and scope of effective partnerships; raise awareness about the importance of partnerships to achieve student success, and promote to policymakers the importance of effective partnerships.
<b>National Association of State Directors of Career and Technical Education Consortium</b>	<b>NASDCTEc</b>	An organization for the agency-designated director of vocational education, as well as those who are interested in supporting the goals of the association. The association's mission is to provide leadership in career technical education's role in economic development, education improvement, and workforce development for the 21 <sup>st</sup> century.
<b>National Association of Supervisors of Business Education</b>	<b>NASBE</b>	An organization of business education supervisors who are direct employees of a state, region or local education agency. The purpose of this organization is to further the cause of business education and the welfare of the field and professional members.

<a href="#"><u>National Business Education Association</u></a>	<b>NBEA</b>	The nation's largest professional organization devoted exclusively to serving individuals and groups engaged in instruction, administration, research and dissemination of information for and about business. NBEA is the leading association devoted to the recognition that business education competencies are essential for all individuals in today's fast-changing society.
<b>National Community Education Association</b>	<b>NCEA</b>	A non-profit membership organization founded to promote: parent and community involvement in public education, the formation of community partnerships to address community needs, and the expansion of lifelong learning opportunities for all community residents.
<b>National Diffusion Network</b>	<b>NDN</b>	A federally funded network of offices (called state facilitators) that disseminate information about effective educational practices, usually developed and tested with federal program funds.
<a href="#"><u>National Tech Prep Network</u></a>	<b>NTPN</b>	An organization for educators and employers involved in the advancement of Tech Prep and related education reform initiatives.
<b>National Young Farmers Educational Association</b>	<b>NYFEA</b>	An association for educating agricultural leaders featuring leadership training, agricultural career education and community service opportunities. The official adult student organization for agricultural education as recognized by the United States Department of Education.
<b>Non-Traditional Employment</b>		Occupations or fields of work for which individuals from one gender comprise less than 25 percent of the individuals employed in each such occupation or field of work.
<b>Non-Traditional Males and Females</b>		Males and females who are entering a vocational training program or occupation non-traditional to their gender. An enrollment of 75 percent or higher of one gender is considered traditional.

<b>Obligations</b>		The amount of orders placed, contracts and subgrants awarded, goods and services received, similar transactions and items specified on an obligation record during a funding period that will require payment during the same or future period.
<a href="#"><u>Occupational Outlook Handbook</u></a>		This Department of Labor publication describes approximately 250 occupations in detail covering 104 million jobs or about 85 percent of all jobs in the nation.
<b>Occupational Skills Training</b>		Occupation specific training provided by a public or private vendor with demonstrated training capability and paid through individual training accounts, available for disadvantaged adults, dislocated workers and older youth.
<a href="#"><u>Office for Civil Rights</u></a>	<b>OCR</b>	A federal office that oversees regulation and implementation of Title IX of the Education Amendments of 1964; Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; and Title II of the Americans with Disabilities Act of 1990. The regional office for Missouri is located in Kansas City at 816.880.4200.
<a href="#"><u>Office of Management and Budget</u></a>	<b>OMB</b>	A federal office whose predominant mission is to assist the President of the United States in overseeing the preparation of the federal budget and to supervise its administration in Executive Branch agencies. In addition, OMB oversees and coordinates the Administration's procurement, financial management, information and regulatory policies to assist in the improved administrative management, to develop better performance measures and coordinating mechanisms, and to reduce any unnecessary burdens on the public.
<b>Older Youth</b>		A youth, 18-21 years of age.

<b>One-Stop Operator</b>		One or more entities designated/certified in the operation of a One-Stop Delivery System.
<b>One-Stop Partner</b>		An entity participating, with the approval of the local board and chief-elected officials, in the operation of a One-Stop Delivery System.
<b><u>On-the-Job Training</u></b>	<b>OJT</b>	Training by an employer that is provided to a paid participant while engaged in productive work in a job that provides knowledge or skills essential to the full and adequate performance of the job; provides reimbursement to the employer of up to 50% of the wage rate of the participant, for the extraordinary costs of providing the training and additional supervision related the training; and is limited in duration as appropriate to the occupation for which the participant is being trained, the prior work experience of the participant, and the service strategy of the participant, as appropriate.

<b>Out-of-School Youth</b>		An eligible youth who is a school dropout; or has received a secondary school diploma or its equivalent, but is basic skills deficient, unemployed or underemployed, age 16-21, and economically disadvantaged.
<b>PC-1</b>		Professional Certificate
<b><u>Phi Beta Lambda</u></b>	<b>PBL</b>	A postsecondary student organization for students interested in pursuing a business or business-related career. PBL members develop leadership skills, initiate business ventures, organize community service projects and attend state and national leadership conferences. Students have the opportunity to win recognition in various business competitive events at the state and national levels. Through participation in these activities, students are better prepared for careers, graduate school and life.
<b>Planning for Life Program</b>	<b>PFL</b>	PFL is a state and national awards program designed to recognize exemplary career planning programs in schools and institutions throughout the State of Missouri and across the nation. The program is open to all school districts (at district level or building level), community colleges and institutions that provide career planning programs in grades six through fourteen. The PFL program is sponsored by the United States Army Recruiting Command and is administered by the National Consortium of State Career Guidance Supervisors. Programs are recognized at two levels-awards are given to large urban-suburban schools/institutions and to the smaller rural school/institutions.
<b><u>Postsecondary Agriculture Student Organization</u></b>	<b>PAS</b>	The National Postsecondary Agricultural Student Organization provides opportunities for individual growth, leadership and career preparation.
<b>Request for Proposals</b>	<b>RFP</b>	Application and guidelines for grants.
<b><u>School-Age Care/AfterSchool</u></b>	<b>SACA</b>	Describes programs for school-age youth during non-traditional school hours.
<b><u>School-Age Child Care</u></b>	<b>SACC</b>	Before/after school child care programs during the school year and summer that are meaningful programs to assist the student in the K-12 classroom activities.

<a href="#"><u>School-to-Work</u></a>	<b>STW</b>	A systemic approach to combining work-based learning, class-based learning and connecting activities to provide students with the opportunity to begin the process of making educated career decisions while in school.
<b>Section 504 of the Rehabilitation Act of 1973</b>	<b>Section 504</b>	Bars discrimination based on disability under any program or activity receiving funds from the U. S. Department of Education.
<a href="#"><u>Service Learning</u></a>		Federally funded program using experiential learning to integrate classroom curriculum and structured community service activities; also name given to the methodology of such practice.
<a href="#"><u>SkillsUSA-VICA</u></a>		A national organization serving high school and college students and instructors who are enrolled in training programs in technical, skilled and service occupations, including health occupations (formerly the Vocational Industrial Clubs of America (VICA)).
<b>Special Populations</b>		Individuals with disabilities, economically disadvantaged individuals, individuals preparing for non-traditional employment, single parents, displaced homemakers, others with barriers, including individuals with limited English proficiency.
<b>State Education Agency</b>	<b>SEA</b>	The state agency with primary responsibility for elementary and secondary education in a state (in Missouri, DESE).
<b>Summer Employment Opportunities</b>		Subsidized or unsubsidized employment for youth during the months of May through September. Such employment may be either full- or part-time, in the public or private sector, and may last for all or part of the summer months.
<a href="#"><u>Supervised Agricultural Experience</u></a>	<b>SAE</b>	Each secondary agricultural education student has a supervised agricultural experience program that relates to his or her agricultural interest.
<a href="#"><u>Supervised Business Experience</u></a>	<b>SBE</b>	A vocational business program that integrates classroom instruction with on-the-job work experience in office occupations.

<b>Supplanting</b>		The practice (usually prohibited) of using federal or state categorical program funds in a manner that replaces state or local funds which would otherwise have been available.
<b>Support Services</b>		Services such as transportation, childcare, dependent care, housing and needs related payments that are necessary to enable an individual to participate in activities authorized under and consistent with the Workforce Investment Act (WIA).
<a href="#"><u>Technology Education Association of Missouri</u></a>	<b>TEAM</b>	A professional organization of junior high and high school Technology Education teachers that promotes professionalism through spring, fall and summer meetings, a nationally recognized newsletter and a state contest every year.
<a href="#"><u>Technology Student Association</u></a>	<b>TSA</b>	The national organization for Technology Education students, educators, parents and business leaders who are interested in learning how technology can be put to best use in discovering technological solutions to today's and tomorrow's challenges.
<a href="#"><u>Temporary Assistance to Needy Families</u></a>	<b>TANF</b>	Temporary assistance provided to eligible Welfare customers and their dependents. This is a requirement to access services through Welfare-to-Work.
<b>Test of Adult Basic Education</b>	<b>TABE</b>	Standardized assessment of the academic areas of reading, math, and language.
<a href="#"><u>Title IX of the Educational Amendments of 1972</u></a>	<b>Title IX</b>	Bars discrimination based on gender under any program or activity receiving funds from the U. S. Department of Education.
<a href="#"><u>Title VI of the Civil Rights Act of 1964</u></a>	<b>Title VI</b>	Bars discrimination based on race or color under any program or activity receiving funds from the U. S. Department of Education.

<a href="#"><u>Training Services – Workforce Investment Act</u></a>		Includes WIA and non-WIA funded partner training services. These services include: 1) occupational skills training; 2) on-the-job training; 3) programs that combine workplace training and related instruction; 4) training programs operated by the private sector; 5) skill upgrading and training; 6) entrepreneurial training; 7) job readiness training; 8) adult education and literacy activities provided in combination with other training services; and 9) customized training.
<b>Underemployed</b>		An individual requiring additional assistance to complete an education program or to secure or hold employment, or who is employed in a low-wage, low skills job, in a declining industry, or who works less than 30 hours a week in any one job.
<b>Unemployed</b>		An individual who is without a job and who wants and is available for work.
<b>Unemployment Compensation</b>	<b>UI</b>	Benefit payments under one or more state or federal Unemployment Compensation programs.
<a href="#"><u>United States Department of Education</u></a>	<b>USDE</b>	The federal education agency. Its responsibilities include higher education and student financial aid programs, as well as programs associated with elementary and secondary education.



<b>Unsubsidized Employment</b>		Employment not financed from funds provided under this Act, including a customer's entry into the Armed Forces, employment in a registered apprenticeship program and the achieving of sustaining self-employment.
<b>Vocational Education Data System</b>	<b>VEDS</b>	Follow-up of vocational students.
<b>Vocational Evaluator</b>	<b>VE</b>	A vocational evaluator (VE) specializes in the administration and interpretation of vocational assessment instruments used in a formal vocational assessment. The VE uses specific training in areas such as standardized testing, work samples, job modification and task analysis in order to identify a student's characteristics, education, training and placement needs. This assessment is used to determine the student's vocational potential and to develop an individual career development plan.
<b>Vocational Instructional Management System</b>	<b>VIMS</b>	A systematic approach to defining and measuring the knowledge, skills and attitudes students need to acquire in specific occupational areas.

<b>Vocational Preparation</b>	<b>VP</b>	This is a teaching position responsible for the instruction of students in pre-vocational skills essential for successful completion of a vocational education program. The major objective of the vocational preparation teacher is to adequately prepare students from special populations for vocational education skill training programs.
<b>Vocational Resource Educator</b>	<b>VRE</b>	A non-teaching professional staff member who serves as a resource person in the process of mainstreaming students with disabilities. The VRE assists with vocational education placement, goal setting, curriculum modification and acquisition of resource materials. The VRE also acts as a liaison with other school personnel to help students make the transition from school to employment or further training.
<b>Welfare Recipient</b>		Persons eligible for and receiving Temporary Assistance to Needy Families (TANF) or funds to meet the needs of children and families.
<b>Welfare-to-Work</b>	<b>WtW or WTW</b>	Legislation to provide services to long-term TANF recipients to assist them in becoming self-sufficient through employment and training.
<b>Welfare-to-Work/Non-WIA Eligibility Assistance</b>		Assistance in establishing eligibility for Welfare-to-Work activities and programs of financial aid assistance for training and education programs not funded under WIA and area available in the local area.
<b>Workforce Development System</b>		A team of dedicated individuals working for the continuous improvement of Missouri's workforce.
<b><u>Workforce Investment Act</u></b>	<b>WIA</b>	A federally funded workforce development program that provides a framework for workforce preparation and employment. It is designed to provide workforce investment activities that increase employment, retention and earning of participants, and increase occupational skill attainment by participants, which will improve the quality of the workforce, reduce welfare dependency, and enhance the productivity and competitiveness of the Nation's economy.

<u><b>Workforce Investment Board</b></u>	<b>WIB</b>	The local governing board for the Workforce Investment Act (WIA) funds in a local designated region.
<b>Workplace Literacy</b>		Literacy services that are offered for the purpose of improving the productivity of the workforce through the improvement of literacy skills.
<b>Youth Council</b>	<b>YC</b>	A council established as a sub group within each the local Workforce Investment Board. This council is appointed by the local board and chief elected officials to provide expertise in youth policy and to assist the local Workforce Investment Board in determining local youth employment and training policy and practice; broaden the youth employment and training focus in the community and establish linkages with other organizations serving youth in the local area.